

Fire & Life Safety Officer I

6SHAA

(Health Facilities Construction)

OPEN

Final File Date: Continuous Filing

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

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It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY	This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply.
HOW TO APPLY	Applications (State Form 678) are available and may be filed in person, or by mail with the Office of Statewide Health Planning and Development, Personnel Office, 1600 9th Street, Room 350, Sacramento, California 95814. Application Form 678 must be <b>POSTMARKED</b> no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
FINAL FILING DATE	Testing is considered continuous as dates can be set at any time.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.
SALARY RANGE	\$4,887 - \$5,936
ELIGIBLE LIST INFORMATION	Names of successful candidates will be merged into the list in order of final score order regardless of date. Eligibility expires 12 months after it is established. Candidates may not be tested more than once in a testing period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE:</b> All applicants must meet the education and/or experience requirements for this examination by the final filing date.</p> <p><b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
MINIMUM REQUIREMENTS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p><b>Experience:</b> Two years of experience performing full-time plan review and/or technical inspection or supervision of general construction projects for fire and life safety compliance in a public or private fire prevention agency. <b>and</b></p> <p><b>Education:</b> Equivalent to graduation from an accredited four-year college with a major in fire service administration, fire protection administration and technology, engineering, chemistry, physics or architecture. (Additional qualifying experience may substitute for education on a year-for-year basis.)</p>
SPECIAL REQUIREMENT	If you are disabled and require special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SPECIAL PERSONAL CHARACTERISTICS	Willingness to travel and work throughout the State; reliability; tact; and keenness of observation; good memory for details; physical stamina necessary to perform the duties of the position; possession of a valid driver license and good driving record.
POSITION STATEMENT	This is the first working level. Under lead direction of a Fire and Life Safety Officer II (Health Facilities Construction), incumbents within an assigned geographical area are responsible for enforcing fire and life safety regulations and standards as contained in Titles 19 and 24 of the California Code of Regulations; performing inspection work of average difficulty; reviewing plans and specifications for fire and life safety compliance; and advising project participants on construction methods, techniques and materials, and code related matters.
POSITION(S)	Positions are located in Los Angeles and Sacramento.
EXAMINATION INFORMATION	<p>This examination will consist of <u>either</u>:</p> <p>a. A qualifications appraisal interview weighted 100%, or</p> <p>b. A structured application review weighted 100%, or</p> <p>c. An evaluation of each candidate's experience and education weighted 100%.</p> <p>If interviews are conducted, the interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview, the education and experience, or the structured application review process. <b>CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE ELIMINATED.</b></p>

EXAMINATION INFORMATION (CONTINUED)	<p><b>Scope</b></p> <p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"><li>1. Plan review code applications.</li><li>2. General building code applications.</li><li>3. Fire protection equipment and systems.</li><li>4. Existing systems.</li><li>5. Mechanical and electrical systems and components.</li><li>6. Standards and methods of construction.</li><li>7. Construction documents and reports.</li><li>8. Methods of conducting building construction inspections.</li><li>9. Title 19 and 24, California Code of Regulations</li><li>10. Fire Protection and Prevention standards established by nationally recognized agencies such as the National Fire Protection Association.</li></ol> <p>B. Ability to:</p> <ol style="list-style-type: none"><li>1. Analyze situations accurately, reason logically and take effective action..</li><li>2. Inspect facilities for fire and life safety compliance.</li><li>3. Establish and maintain the confidence and cooperation of those contracted in the work.</li><li>4. Prepare clear and comprehensive status reports and correspondence.</li><li>5. Give oral presentations.</li><li>6. Provide clarification and guidance regarding the application of codes, regulations, and laws.</li></ol> <p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirement for Admittance to the Examination", shown on this announcement, even if that experience goes beyond the limit printed on the application Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
VETERANS PREFERENCE	<p>Veteran's preference will not be granted in this examination, since it does not qualify as an entrance examination under the law.</p>
QUESTIONS?	<p>If you have any questions concerning this examination, please contact the Examination Services Unit at (916) 654-2752.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the Personnel Office at (916) 654-2752, three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at (916) 654-2752, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local office of the Employment Development Department and the Office of Statewide Health Planning and Development or State Personnel Board website [www.spb.ca.gov](http://www.spb.ca.gov) .

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the other candidates, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all components will be notified.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recent of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development

Office of Statewide Health Planning and Development  
Personnel Office, 1600 9<sup>th</sup> Street, Room 350, Sacramento, California 95814, (916) 654-2752  
California Relay Telephone Service for the deaf or hearing impaired:  
TDD Voice 1-800-735-2922 Refer to (916) 654-2752

<b>Fire &amp; Life Safety Officer I (Health Facilities Construction) 6SHAA</b>	<b>Schem Code: IS66 Class Code: 4313</b>	<b>Final Filing Date: Continuous Filing</b>
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